

## POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Custodial Worker Leader  
FLSA: Non-Exempt

Pay plan/Series/Level: NL-3566-02

Citations: US OPM FWS JGS, Custodial Worker, 3566, 9/68.  
US OPM FWS JGS, Leader, 1/80.

**Supervisory Controls:** Works under the supervision of the Custodial Worker Supervisor who issues instructions on work sequences, procedures, methods, and deadlines, and relies on the incumbent to assure that work assignments are carried out by other members of the group. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, causes of delays, quality, and results achieved.

**Major Duties:** Serves as working leader of 3 or more employees in accomplishing trades and labor work. The highest level of non-supervisory work led is Custodial Worker, NA-3566-02.

1. Passes on to other workers instructions received from supervisor, and starts work (e.g., by assigning the immediate tasks to be performed by individual members of the group led). Insures that needed equipment, supplies, and materials are available. Sees to it that there is enough work to keep everyone in work crew busy. Checks work in progress and when finished for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines. Urges or advises other employees to follow supervisor's instructions and to meet deadlines. Demonstrates proper work methods. Answers workers' questions regarding procedures, policies, and instructions. Obtains needed information or decisions from the supervisor on problems that come up during the work. Provides information to supervisor on status and progress of work, causes of delays, and overall operations. Assures that safety and housekeeping rules are followed.

2. Works along with other workers, setting the pace performing non-supervisory work of the same kind and level as that done by the group led.

Cleans rooms, corridors, stairways, and other areas. Sweeps, mops, vacuums, scrubs, strips and polishes using light and heavy duty powered equipment. Operates industrial equipment to clean rugs, drapes, etc. Performs routine maintenance of equipment. Cleans, disinfects and deodorizes toilet facilities. Cleans, and dusts assigned areas. Empties trash. Makes beds and changes line. Washes walls, windows, blinds and ceiling fixtures using ladders, scaffolds and safety belt. Moves heavy furniture. Maintains stock of room and cleaning supplies to perform assigned duties.

**Skill and Knowledge:** Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment.

**Responsibility:** Works under the general supervision of the Custodial Worker Supervisor in accomplishing tasks in a lodging facility. Responsible for accomplishment of assigned work with little or no instruction. Plans work by reviewing daily room and occupancy schedules and determining sequences, steps, procedures and techniques to be followed in accomplishing the required tasks. Work is reviewed for results achieved, production, quality, appearance, and overall guest satisfaction.

**Physical Effort:** Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items weighing up to 20 to 40 pounds, and occasionally over 50 pounds.

**Working Conditions:** Work is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors, vibration from use of heavy equipment, and to skin irritations from strong cleaning solutions. Care is required to avoid serious injury when working on ladders and when moving heavy furniture and using heavy powered equipment.